

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 22 1973 73-207 MAR 27 1973		
2. Agency Application No.	3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Bridge Design; Division of Highways No. 2 Capitol Square Atlanta, Georgia		4. Person to Contact Henry Sheridan		
		5. Working Title Draftsman III	6. Tel. No. 656-5317		
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1968 - To Date		9. Exact Series Title Bridge Inventory Inspection File			
10. What is the function of the office in which this record series is created The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges on the state highway system. This includes: highways and bridge construction, the inspection and testing of materials used in building and maintaining highways, issuing permits and enforcing compliance of over-weight and over-dimensional rules and regulations for the movement of vehicles on the State Highway system, acquisition of all rights-of-way, vehicular and pedestrian traffic control, location and aerial surveys, preparation of construction plans and specifications, and the location of public utilities as related to the State Highway System.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): 1. Bridge Inventory Form (REV 1-72) - Lists complete description of bridge. 2. Terrain Inspection Form - gives information on condition of terrain approaching the bridge way at both ends of the bridge. 3. Major Structural Units Inspection Form - shows condition of bridge supporting structural units. 4. Bridge Inspection Form - coded form which shows bridge condition, county no., Route no., mileage from beginning of route. 5. Structure Inventory and Appraisal Sheet - displays information on condition of Bridges. 6. Structure Inventory and Appraisal Computer Printout - A coded summary of information found on item. 7. General Bridge Inventory Printout - a printout of inventory (in coded summary form) consisting basically of information on items 1-4. <div style="text-align: center;">ATTACH SAMPLES OF THE FILE</div>					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				12 22	
Legal-size File Drawers		25	45	In Office(s) In Storage Area(s) 30 None	
Shelves			3	This Year's Last Year's Preceding Year's All Prior Year's 20 20 10 1	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? A part of the file is duplicated in the field divisions. The printouts are not. ☒ [] []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. The printouts summarize information (in coded form) found on the Inspection and Inventory Forms. ☒ [] []
16. Does the series contain classified information requiring security handling? [] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
18. Could the function be performed if the files were lost or destroyed? [] [x]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
20. Does the record series provide data as input to an EDP file? Items 1-5 in area, 11 of this schedule are used as input into EDP Files. ☒ [] []
21. Does the record series contain documentation produced as EDP printout? ☒ [] []
- Items 6 and 7 in area 11 of this schedule are computer printouts.
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ [] []
- 1970 Federal Highway Act
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [x]

24. REQUIREMENTS. The following requires the files to be kept 2 years:

a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [x] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

1970 Federal Highway Act - Special Bridge Replacement Program - Title 23-25.5.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
-[x] CALENDAR YEAR -[] FISCAL YEAR -[] Other then:

- [x] Hold in the current files area month(s)/ 2 year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
- [x] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

File is completely updated every 2 years.

Attach Samples of the Series

John B. Kitchen

Records Management Officer

1-18-73

Date

26. Recommendations	[x] Approved [] Disapproved	Head of Agency/Designee	Date
in Paragraph	[x] Approved [] Disapproved	Department of Audits/Designee	Date
25 are:	[x] Approved [] Disapproved	Secretary of State/Designee	Date
	[x] Approved [] Disapproved	Department of Law/Designee	Date

File series title: Bridge Inventory Inspection File.

The series is filed alphabetically by county and numerically by highway route number.